

Message Text

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PAGE 01 GUATEM 04139 051524Z

53

ACTION DRC-01

INFO OCT-01 ARA-10 ISO-00 L-03 SS-15 SP-02 MMS-04 PER-03

TRSE-00 PC-05 DODE-00 DEAE-00 SY-05 USIA-15 AGR-10

OMB-01 /075 W

----- 084578

P 042341Z AUG 75

FM AMEMBASSY GUATEMALA
TO SECSTATE WASHDC 7669

UNCLAS GUATEMALA 4139

E.O. 11652: N/A

TAGS: ZSNF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

1. THE FOLLOWING IS IN RESPONSE TO PARA SEVEN REF TEL:

I. CUSTOMS AND SHIPPING

II. AMERICAN EMPLOYEES WHO WORK FOR STATE, MILGP, DEA, USIS, FAS,
DAO, PEACE CORPS.

III. ADMINISTRATIVE RECORD OF IMPORTATION AND EXPORTATION OF HHE
AND AUTOMOBILE.

IV. 6 FAM

V. AVAILABLE TO INDIVIDUAL CONCERNED AND PERSONNEL WORKING
IN CUSTOMS AND SHIPPING.

VI. A) FILE FOLDERS

B) BY NAME

C) LOCKED IN BAR LOCK FILE CABINET

D) 6 MONTHS AFTER EMPLOYEE DEPARTS POST

VII. GENERAL SERVICES OFFICER

VIII. DEPARTMENT OF STATE, FOREIGN OFFICE CUSTOMS, SHIPPERS.

2. I. PERSONNEL FISCAL FILE

II. MISSION PERSONNEL EXCEPT AID, ROCAP AND MILGP.

III. PERSONNEL ACTIONS, PAY INCREASES, FREIGHT BILLS
RAVEL REIMBURSEMENT VOUCHERS, TRAVEL ADVANCES,
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AUTHORIZATIONS.

IV. 4 FAM

V. FISCAL INQUIRES FROM INDIVIDUAL EMPLOYEE & USIA, PC, DAO,
DEA AND GAO

VI. A) FILE FOLDERS

B) BY NAME

C) UNLOCKED FILE CABINETS IN LIMITED ACCESS FILE ROOM.

D) KEPT THREE YEARS FROM TRANSFER OR SEPARATION DATE

VII. B&F OFFICER

VIII. TRANSPORTATION VENDORS

3. I. PERSONNEL REPRESENTATION FILE

II. STATE PERSONNEL

III. REIMBURSEMENT CLAIMS FOR REPRESENTATIONAL EXPENSES AND
VOUCHERS.

IV. 4 FAM

V. FISCAL INQUIRIES FROM INDIVIDUAL EMPLOYEE AND GAO.

VI. A) FILE FOLDERS

B) BY NAME

C) UNLOCKED FILE CABINETS IN LIMITED ACCESS FILE ROOM

D) KEPT 3 YEARS FROM TRANSFER OR SEPARATION DATE

VII. B&F OFFICER

VIII. NONE

4. I. REGIONAL SECURITY OFFICE (RSO) FILES

II. RSO FILES MAY CONTAIN NAMES OF ANY INDIVIDUALS,
BOTH AMERICAN OR OTHER NATIONAL, FORMERLY OR
CURRENTLY ASSIGNED TO OR ASSOCIATED WITH THE
U.S. MISSION IN GUATEMALA, EITHER OR PERMANENT,
CONTRACT, OR DOMESTIC BASIS. THE FILES MAY CONTAIN THE
NAMES OF ANY INDIVIDUAL ON WHOM

A LOCAL INVESTIGATION WAS CONDUCTED AT THE
REQUEST OF THE AGENCIES IN SECTION V.

III. TYPES OF INFORMATION CONTAINED IN FILES MAY
INCLUDE: PERSONAL HISTORIES, EMPLOYMENT,
INTERVIEWS WITH ASSOCIATES OR OTHER PERSONS
FAMILIAR WITH THE INDIVIDUAL, RESIDENCE CHECKS,
HOST GOVERNMENT NAME CHECKS, INFORMATION PRO-
VIDED BY INFORMATANTS OR SENSITIVE SOURCES, AND
INVESTIGATEMOR INFORMATION-TYPE REPORTS
RECEIVED FROM THE AGENCIES IN SECTION V.

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IV. 5 FAM 990.

V. INFORMATION IS USUALLY PROVIDED BASED ON REQUEST,
OR ON ANTICIPATED OR ESTABLISHED REQUIREMENTS, TO
THE FOLLOWING AGENCIES BESIDES DEPARTMENT OF
STATE: USIA, AID, CIVIL SERVICE COMMISSION,
FEDERAL BUREAU OF INVESTIGATION, CENTRAL
INTELLIGENCE AGENCY, INTERNAL REVENUE SERVICE,
INVESTIGATIVE ORGANS OF THE DEPARTMENT OF DEFENSE,

DEPARTMENT OF IMMIGRATION AND NATURALIZATION AND
THE DRUG ENFORCEMENT AGENCY.

VI. RSO FILES ARE CARD-INDEXED BY NAME OF INDIVIDUAL.
INFORMATION IS WRITTEN ON HARD COPY OR IS IN TELE-
GRAM FORM AND IS PLACED IN FILE FOLDERS. ALL

INFOR
UTION IS SECURED IN DIEBOLD SECURITY-APPROVED
SAFES OR IN A VAULT HAVING A MOSLER, CLASS
6, VAULT DOOR. NLY THE REGIONAL SECURITY
OFFICER AND HIS SECRETARY HAVE ACCESS TO THESE
FILES. THE RSO OFFICE IS LOCATED WITHIN THE
SECOND FLOORH F THE EMBASSY. THE EMBASSY IS
CONTINUALLY GUARDED BY AT LEAST 1 MARINE,
2 CONTRACT GUATEMALAN POLICE OFFICERS, 1
GUATEMALAN NATIONAL POLICE OFFICER AND USUALLY
SEVERAL AGENTS FROM THE GUATEMALAN DETECTIVE
CORPS. FILES ARE MAINTAINED AS STATED IN
CHAPER 8, RECORDS MANAGEMENT HANDBOOK

VII. REGIONAL SECURITY OFFICER

VIII. SOURCES OF INFORMATION ARE: FORMER ASSOCIATES
OR OTHER PERSONS HAVING KNOWLEDGE OF THE
INDIVIDUAL, PREVIOUS EMPLOYERS AND LANDLORDS,
EDUCATION INSTITUTIONS, GUATMALAN POLICE, AND
INVESTIGATIVE OR INFORMATION-TYPE REPORTS FROM
U.S GOVERNMENT FEDERAL AGENCIES SUCH AS THOSE
CITED IN SECTION V.

5. INFORMATION ON CONSULAR FILES WILL FOLLOW.

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Message Attributes

Automatic Decaptoning: X
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Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
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Draft Date: 04 AUG 1975
Decapton Date: 01 JAN 1960
Decapton Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975GUATEM04139
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Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750269-1187
From: GUATEMALA
Handling Restrictions: n/a
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Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: hartledg
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Review Content Flags:
Review Date: 18 DEC 2002
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Margaret P. Grafeld
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US Department of State
EO Systematic Review
06 JUL 2006

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Review Release Date: n/a
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Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN, GT
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006